

**Mayor and Council
Town of Middletown
19 W. Green, Middletown, DE 19709
(302) 378-2711**

Job Title: WATER-WASTEWATER FOREMAN
Department: Water-Wastewater
Reports To: Superintendent of Operations
FLSA Status: Non-Exempt

Summary:

Plans, directs, coordinates and supervises all work relating to municipal water and wastewater systems to include water and sewer mains, laterals and sewer lift stations. The position will also oversee the Town's water plants, wastewater lagoon system, wastewater spray irrigation system, and all other water and wastewater infrastructure and equipment. Performs difficult, skilled, and technical work in maintenance, repair, construction, and modification, of both the water and wastewater systems, with and without any supervision. Responsible for general technical training and safety of all workers assigned to the Water/Wastewater Department.

Essential Duties and Responsibilities:

1. Plans, organizes and directs all work pertaining to the operation and maintenance of the Town's water and wastewater systems.
2. Schedules and assigns resources against work requirements to obtain maximum effectiveness and economy.
3. Oversees all contracting work relating to department functions.
4. Inspects completed crew work.
5. Assists crews as needed.
6. Provides guidance to crews involving technical or difficult work as needed.
7. Resolves customer complaints pertaining to department.
8. Keeps apprised of State and Federal regulations pertaining to department operations, implementing appropriate changes as required.
9. Assesses problems that affect department operations and systems, determines economical and workable solutions.
10. Schedules and prioritizes work and projects for department.
11. Coordinates departmental operations with contractors, engineers and governmental agencies as required or directed.
12. Ensures operators' vehicles and equipment receive proper and adequate training on the proper and safe use of vehicles or equipment prior to operating.
13. Investigates all accidents of department employees on the job. Fills out proper forms, complies with Town's personnel policies, and takes appropriate corrective action.
14. Establishes and communicates departmental policies, procedures and practices.
15. Enforces Town policies, procedures and practices.
16. Prepares and submits reports; retains records in a timely fashion or as required by local, state, and federal regulatory agencies.
17. Prepares and compiles information relating to contracts, specifications, bids, cost estimates and material pricing. Makes recommendations to Town Officials as requested or needed.
18. Evaluates disciplines and makes recommendations on personnel matters in accordance with the Town's personnel policy.

19. Prepares departmental budget for approval by Mayor and Council.
20. Ensures all departmental personnel comply with safety policies of the Town and makes provisions to provide any and all specialized or mandated training required for that department.
21. Responsible for the maintenance, repair, service and cleanliness of vehicles, and work areas.
22. Performs other duties pertaining to municipal operations as may be assigned or directed.
23. Must have knowledge of all rules and regulations stated by DNREC/ODW..

Competencies:

- Thorough knowledge of the principles and practices relating to the construction, operation, repair, maintenance, modification, and troubleshooting of all components of the Town's water and wastewater systems.
- Ability to assess and solve technical problems pertaining to the water system and Town's wastewater pre-treatment ordinances.
- Ability to manage work forces made up of both skilled and unskilled workers.
- Thorough knowledge of occupational hazards and safety requirements pertaining to all department functions to include but not limited to confined space, and work zone safety.
- Ability to train department personnel on the proper use of equipment, tools and materials used within the department to accomplish department tasks and goals safely and effectively.
- Ability to read and interpret blueprints and shop drawings.
- Ability to establish effective working relationships with peers, subordinates and the public.

Qualifications:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

- Must be able to lift 55 pounds without assistance.

Education and/or Experience:

- High School diploma or general education degree (GED).
- Water and/or Wastewater experience, operation, installation, and engineering design preferred.
- Previous management or supervision experience.